Erickson SENIOR LIVING® | INFORMATION TECHNOLOGY

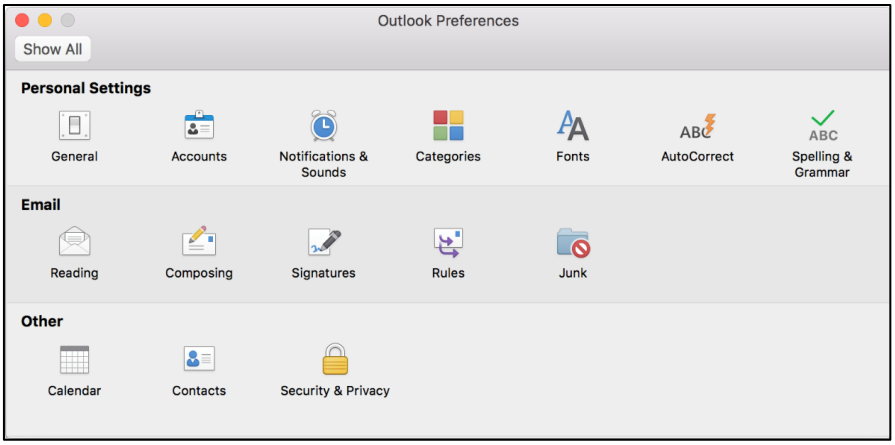
Mac Users: Create Your Erickson Senior Living Signature in Outlook

Download and copy the email sample for the Erickson Senior Living signature:

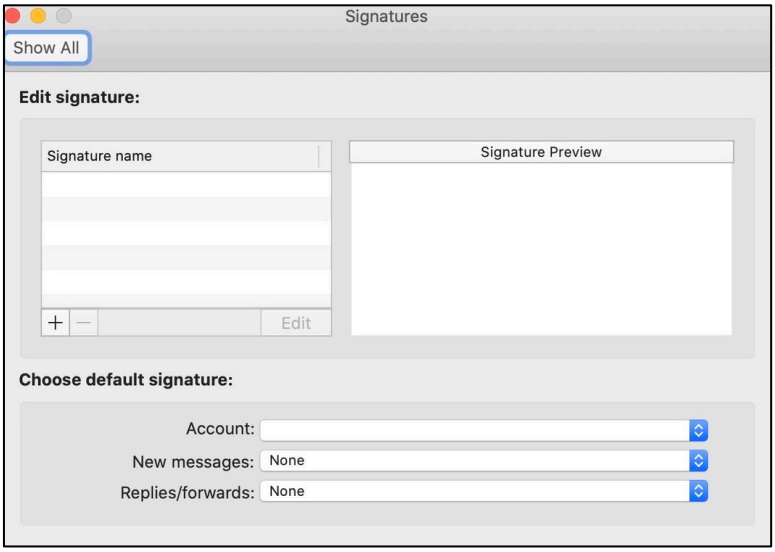
1. Go to the Brand Management Center eLink site and save the template locally to your Mac. If you are accessing the link remotely, please make sure to connect to VPN first before attempting to access the eLink site.
2. Locate the Signature for Outlook for Mac.eml file and open the file with Microsoft Outlook.
3. Once the email sample is open, type Command-A to select all items and Command-C to copy the selected item.

Create your Erickson Senior Living signature:

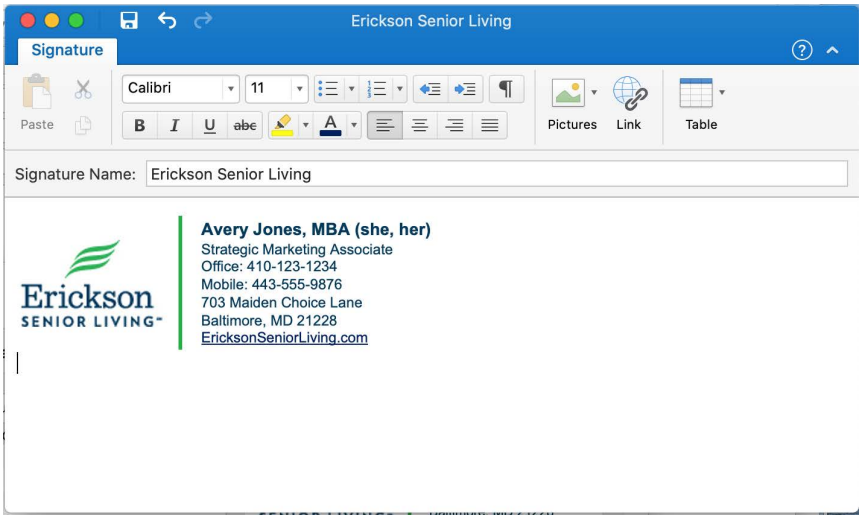
1. Open Outlook.
2. Click the Outlook menu, and click **Preferences**.
3. Click **Signatures**.



4. Click the plus (**+**) symbol to create a new signature. This will automatically open the Signature Editor.



5. Under **Signature Name**, rename Untitled to "**Erickson Senior Living**". Delete the null text in the body of the Signature Editor. Paste the previously copied contents by typing **Command-V**.



6. Edit the sample signature with your name, pronoun (optional), professional credentials (optional), title, office number, mobile number (optional), office address, and community or corporate URL (hyperlinked).

7. Click on the **Save** icon to save the newly created signature.
8. Update and select the newly created signature by changing the default signature for **New messages** to "**Erickson Senior Living**".